

OFFICE TECHNICIAN (TYPING)
VICTIM COMPENSATION PROGRAM
FINAL FILING DATE: SEPTEMBER 26, 2006
PERMANENT/FULL-TIME
MONTHLY SALARY: \$2,510.00 - 3,050.00

POSITION SUMMARY:

Under the general supervision of the Staff Services Manager II, Assistant Deputy Executive Officer (ADEO), Victim Compensation Program, the Office Technician (Typing) provides administrative and clerical support for the ADEO and two staff at the Staff Services Manager I level.

ESSENTIAL FUNCTIONS:

- Provides clerical support to the ADEO.
- Distributes mail and internal correspondence from the ADEO to the first line managers and supervisors; maintains office equipment, and requests necessary supplies; and routinely files documentation retained by the ADEO.
- Processes "Attorney Substitution or Change Requests" for VCP applicants.
- Processes requests for payment by attorneys where payments have not been made through the automated (VOX) system.
- Receives VCP claim status requests from attorneys, forwards request to the appropriate team supervisor for status, and independently prepares the response to the attorney for the ADEO's signature.
- Maintains tracking system for actions needed on VCP claims following board meetings.
- Acts as the Attendance Clerk for the ADEO.

DESIRABLE QUALIFICATIONS:

- Ability to operate various office machines.
- Ability to follow oral and written directions.
- Ability to meet and deal tactfully with all levels of staff and the public and to communicate effectively.
- Knowledge and ability to use the personal computers.
- Ability to handle and maintain confidential and sensitive information.
- Must be dependable and have excellent interpersonal and organizational skills.

WHO MAY APPLY:

Candidates currently in this classification, in a reachable rank on an employment list for this classification or with transfer eligibility to this classification are encouraged to apply. **In addition to a State Application (form std. 678), candidates must submit a current resume and cover letter describing the source of their eligibility and interest in this position. Applications will be screened and interviews may be conducted.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Trish Lopez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-8986